

HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800 San Francisco, California 94105
(415) 348-3800 Web site: www.courtinfo.ca.gov/careers (415) 348-3873 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC Investigative Legal Caseworker
(HCRC Investigator I, II or Litigation Support Assistant)

JOB REQUISITION: 2451

LOCATION: San Francisco, California

SALARY RANGE: Investigator II: \$4,561-\$5,543 per month
Investigator I: \$4,145-\$5,040 per month
Litigation Support Assistant (LSA): \$2905-\$3,588 per month

The Habeas Corpus Resource Center (HCRC), located in San Francisco, is accepting applications for an Investigator. HCRC seeks motivated applicants with intellectual curiosity and excellent computer, writing, organizational and interpersonal skills to participate in the legal defense of death row prisoners. Candidates must be trustworthy with confidential information, have a track record of exercising good judgment, be able to establish rapport with a wide range of life history witnesses, be available to travel extensively, both in state and out of state, and show a commitment to the defense of or advocacy for indigent defendants. We are particularly interested in candidates who have knowledge or experience in developing mitigation and mental health issues, and in working with clients and family members.

The HCRC was established as a judicial branch agency to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts. In addition, the HCRC acts as a resource center to outside counsel for the defense of death row defendants. Positions will be filled depending upon the needs of the HCRC and the applicant pool.

HCRC Investigator I

Under supervision, an HCRC Investigator I assists in planning, organizing and conducting investigations related to the representation of death row inmates in habeas corpus proceedings. Typical duties include: locating, retrieving, reviewing, analyzing and summarizing factual materials and records; identifying, locating and interviewing family members, friends, teachers, employers, law enforcement officials, and other persons; locating, obtaining and preserving documentary evidence from a variety of sources; conferring with attorneys on potential legal issues; drafting, reviewing and editing reports, summaries and witness statements; operating and maintaining a variety of photographic, tape, graphic and projection equipment; and maintaining filing and information reference systems.

HCRC Investigator II

An HCRC Investigator II conducts complex investigations on capital cases and exercises a high degree of initiative and independent judgment to independently perform the full range of duties under general supervision.

Working hours are Monday through Friday from 8:30 a.m. to 5:30 p.m. Holiday, evening and weekend work may be required. Extensive in-state and out-of-state travel will be required as necessary.

Investigative Legal Caseworker

(HCRC Investigator I, II, Litigation Support Assistant)

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EXPERIENCE, EDUCATION & LICENSE

All positions require a valid California Driver's License.

MINIMUM QUALIFICATIONS

Investigator II: Equivalent of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism and two years of experience in capital investigations; **or** two years as a Habeas Corpus Investigator I.

Investigator I: Equivalent of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism and two years of experience in general investigations; **or** one year of experience in capital investigations; **or** one year as a Litigation Support Assistant with HCRC.

Litigation Support Assistant: Applicants who do not meet the minimum qualifications for the Investigator I level may be considered for the entry level, LSA.

(Additional directly related experience may be substituted for education. Additional directly related college-level education may be substituted for a portion of the required experience.)

QUALIFICATIONS

Knowledge of:

- Techniques, principles and methods used in criminal defense investigations;
- Methods and techniques of screening, evaluating and preparing evidence and exhibits for evidentiary hearings and trials;
- Potential statutory and constitutional claims for relief;
- Ethical and legal rules regarding investigative activities;
- Mental defenses to a crime such as diminished capacity and legal insanity, including general knowledge of the subject of psychology and psychological testing;
- Resources available for locating individuals and relevant information;
- The criminal justice system, state department of corrections, and related agencies; and
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.

Computer proficiency with PCs, preferably in Microsoft Word 2000, Outlook, Excel, and Access.

DESIRABLE QUALIFICATIONS

- Familiarity with mental health issues and development of social history issues;
- Familiarity with cultural diversity and with interviewing clients from diverse cultural backgrounds;
- Fluency in oral and written Spanish; and
- Proficiency in legal software and/or document management databases and experience in defense-related investigation work, particularly in areas related to mental health.

TO APPLY

These positions require submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to "**HCRC Investigative legal Case Worker, Job Req. #2451**" in all communications, including your application. Previous applicants must reapply for further consideration. *This position is opened until filled; however, for earliest consideration, please apply by March 17, 2006.*

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(HCRC Investigator I, II, Litigation Support Assistant)

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Selection Procedure

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/view.htm> .

To obtain a printed application, please call www.hcrc.ca.gov/employment:

Habeas Corpus Resource Center

415-348-3800

415-865-4272 (Telecommunications Device for the Deaf)

Please mail or fax printed applications to the following address.

Habeas Corpus Resource Center

50 Fremont Street, Suite 1800

San Francisco, CA 94105

Fax (415) 348-3873

AN EQUAL OPPORTUNITY EMPLOYER

A SUPPLEMENTAL QUESTIONNAIRE FOLLOWS THIS ANNOUNCEMENT

Investigative Legal Caseworker

(HCRC Investigator I, II, Litigation Support Assistant)

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Supplemental Questionnaire for HCRC Investigative Caseworker (HCRC Investigator I, II & Litigation Support Assistant) (Job Req. #2451)

This supplemental form is intended to provide more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary.

**Please complete and send this supplemental questionnaire along with your application to:
*Habeas Corpus Resource Center, 50 Fremont Street, Suite 1800, San Francisco, CA 94105.***

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Describe your experience performing general, criminal defense and/or capital investigations. If applicable, please include experience or knowledge of investigating mental health issues as well as experience interviewing clients from diverse backgrounds.
3. Describe your experience obtaining and reviewing court, social, medical and legal records.
4. Describe your experience drafting, reviewing and editing reports, summaries and witness information.
5. Please describe your proficiency in any foreign languages.
6. **Candidates should answer each of the items listed below.** These questions refer to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate", "Advance" or "None".
 - a. **Word 2000?**
 - b. **Word processing (tables)?**
 - c. **Word processing (mail merge)?**

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- d. **Other word processing software?** Please specify.
 - e. **Outlook 2000?**
 - f. **Litigation Support software?** Please specify.
 - g. **Excel?**
 - h. **Other spreadsheet software?** Please specify.
 - i. **Microsoft Access?**
 - j. **Other database software?** Please specify.
 - k. **Other relevant software?** Please specify.
7. Please indicate the level of position(s) you wish to apply for by stating "Yes" or "No" to each level. Carefully review the minimum qualifications listed below and the job announcement describing the opening. All levels require the possession of a valid California driver's license. Application materials will be carefully reviewed to verify that candidates meet the minimum qualifications.
- a. **Investigator II**
Equivalent of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology or journalism, and two years of experience in capital investigations; or two years as a Habeas Corpus Investigator I
 - b. **Investigator I**
Equivalent of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism and two years of experience in general investigations; or one year experience in capital investigations; or one year as a litigation Support Assistant with HCRC.
 - c. **Litigation Support Assistant**
Equivalent of bachelor's degree, preferably with a major in criminal justice, law, psychology, or journalism.